



## Instructions for Logging Duty Hours in MedHub

Click on this link to watch a video tutorial! <https://ucdenver.medhub.com/core/demos/dutyhours/dutyhours-demo.html>

- From MedHub home screen, select “Incomplete Duty Hours” under “Urgent Tasks”:

- Use your mouse to click on your start time and end time. If your end time is on the next day, still click on that time. If you make a mistake, click on the red “X” (see below) and re-enter the correct time.

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### Weekly Duty Hours

Weekly Duty Hours | Duty Hours History | Duty Hours Statistics Resident: Anderson

**Weekly Compliance Checklist**

Maximum of 80 total hours: 0.0 hr(s) ✓

Days off (1 required): 7 day(s) ✓

Single work period - 24 hours duty/28 hours total maximum: -- ✓

8 hour breaks between work periods (must): -- ✓

10 hour breaks between work periods (should): -- ✓

Note: you must submit your duty hours to check for compliance issues.  
(duty hours have not been submitted)

[Add Program Notes](#)

May 2012							June 2012						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5			1	2				
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Incomplete Duty Hours

Compliant Duty Hours

Non-compliant Duty Hours

[Duty Hours History Report](#)

[Use Standard Interface](#)

[Help - Data Entry Demo](#)

**Sunday, June 10, 2012** 9 hrs

12am 1am 2am 3am 4am 5am 6am 7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm 11pm 12am

8am-5pm (9hrs) ✖

**Monday, June 11, 2012** 0.0 hrs

12am 1am 2am 3am 4am 5am 6am 7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm 11pm 12am

**Tuesday, June 12, 2012** 0.0 hrs

12am 1am 2am 3am 4am 5am 6am 7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm 11pm 12am

**Wednesday, June 13, 2012** 0.0 hrs

12am 1am 2am 3am 4am 5am 6am 7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm 11pm 12am

**Thursday, June 14, 2012** 0.0 hrs

12am 1am 2am 3am 4am 5am 6am 7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm 10pm 11pm 12am



- The default is for logging hours is “Standard Work Period”. IF you are logging “Home Call” or “Work from Home”, then click on the box showing the shift, and select what type of work period you are recording.

(duty hours have not been submitted)

[Add Program Notes](#)

**Sunday, June 10, 2012** 9.5 hrs

7:30am-5pm (9.5hrs)

**Monday, June 11, 2012** 5.5 hrs

12am-5:30am (5.5hrs)

**Tuesday, June 12, 2012** 0.0 hrs

**Wednesday, June 13, 2012** 0.0 hrs

**Thursday, June 14, 2012** 0.0 hrs

- Once you are finished, you click on the button in the bottom left corner that says “Submit Completed Duty Hours” – it’s that easy! Note in the bottom right corner your hours for the week will be added for you.

Firefox Weekly Duty Hours - MedHub

medhub.com https://ucdenver.medhub.com/u/a/schedule\_timesheet.mh

Dr. Rumack Pager GMEone : Graduate M... Graduate Medical Edu... ACGME | Accreditation... Virtual EMS University of Colorado... New Innovations : Lo... University of Colorado... Book

**Monday, June 11, 2012** 5.5 hrs

12am-5:30am (5.5hrs)

**Tuesday, June 12, 2012** 16.5 hrs

7:30am-12am (16.5hrs)

**Wednesday, June 13, 2012** 12 hrs

12am-12pm (12hrs)

**Thursday, June 14, 2012** 12.5 hrs

5:30am-6pm (12.5hrs)

**Friday, June 15, 2012** 18 hrs

12am-6pm (18hrs)

**Saturday, June 16, 2012** 0.0 hrs

Total: **74 hrs**

Internal Moonlighting:	0 hrs
External Moonlighting:	0 hrs
Home Call (called in):	5.5 hrs
Work from Home:	0 hrs

To record moonlighting, home calls, or work from home, first post the time entry above and click either the blue time bar or the time range description (grey box). Use the pull-down menu to designate internal or external moonlighting.

medhub

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**IF A VIOLATION IS REPORTED:**

- Once you hit “Submit Completed Duty Hours” and there is a potential violation, a screen will come up where you must provide information before you can continue. Select the reason which applies to you and then hit submit.

- If there are any other issues, you will need to choose the reason from the drop-down menu, and provide a brief explanation.

- Once you have completed the requested information you will once again be able to “Submit Completed Duty Hours”

- You will then see a green bar at the top of the screen showing you have successfully submitted your duty hours.

FOR QUESTIONS ABOUT DUTY HOURS LOGGING PLEASE CONTACT TARA WOOD IN THE GME OFFICE – 303-724-5859 OR [tara.wood@ucdenver.edu](mailto:tara.wood@ucdenver.edu)